

City of Norway: Job Description – City Clerk

General Job Summary & Requirements

The Clerk's normal working hours are: 8 am to 4 pm, Monday through Friday, at City Hall; emergencies may require additional time commitments.

The Clerk, under the direction of the Mayor, will perform a wide variety of specialized duties which require: accuracy, proficiency, confidentiality and independent judgment.

The Clerk must possess practical computer skills and be able to work with Excel spreadsheets and Word documents, as well as being adept at managing the city's email. They must also be able to master the city's Billing and Accounting software (**training is provided**).

The Clerk authenticates and Signs all city Records, Checks, Ordinances and Resolutions; and maintains Custody of these documents, along with, any other Receipts, Contracts, Vouchers or documents in which the city is a Party-in-Interest. (**Filed and Preserved at City Hall**)

The Clerk keeps an Accounting of all city Revenue and Expenditures, and enters said data into Norway's Accounting and Billing Software. This software allows the clerk to Open and Close the city's Books on a Monthly or Annual basis, and to prepare any Financial Reports required.

The Clerk, in consultation with the Mayor, initially coordinates the preparation of the city's Annual Budget. Upon acceptance of the budget by the Council, the clerk files any required reports with the State of Iowa and publishes said budget in a timely manner.

In general, the Clerk must be prepared to help any Norway resident, co-worker, the mayor or council member, other Government Officials, or anyone from the public who makes a legitimate and reasonable request of the City; by providing information and assistance as appropriate.

Recurring Monthly Duties

The Clerk will:

- Ensure that Legal Requirements are met regarding Public Notices and Publications, and the Posting of city business.
- Prepare – in consultation with the mayor – the Agenda for City Council Meetings and publicly post that agenda at least 24 hours prior to the meeting.
- Distribute the Agenda to council members along with: the Minutes of the last council meeting, current bills to be paid, pertinent Financial Reports, or other material deemed appropriate by the clerk or mayor.
- Attend all Council Meetings – or other Meetings as needed – faithfully recording all the Actions taken and producing Minutes for subsequent review.
- Prepare and distribute payroll checks.
- Prepare and pay all approved bills.
- Prepare and distribute the city's Utility Bills.
- Record Utility Payments and Report Delinquencies.
- Process and Deposit all daily Receipts.